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COMM 2-1

TO: ASF/RR

20 May 1959

THRU: CH/G/RR

FROM: CH/D/OL/RR

SUBJECT: Suggestion No. 59-418

1. Suggestion No. 59-418, which concerns Revised Form No. 466 and a new system of transmitting, tracing, and recalling map materials, was adopted for use in the Map Library in January 1959 and has proved to be superior in operating efficiency and accuracy to the method formerly used.

2. The revised form was devised by the Chief of the Information Control Section, Map Library, ORR, who is not a professional librarian and who would not normally have been expected to create a new system for the preparation and maintenance of the records of all map loans and the distribution of all classified map materials. In developing and implementing his suggestion, the suggestor had cut across branch lines in the Map Library and has modified Form No. 466 as it was formerly used by the Reference Branch and has adapted it in such a way that he has been able to eliminate receipt Form No. 188 and its self-addressed return envelope, formerly used in the Information Control Section of the Map Library. The present adaptation of Form No. 466 consolidates on one form the information that was formerly contained on two different forms (No. 466 and No. 188) and has reduced the number of file copies in the Information Control Section from four to one. Former Forms No. 466 and No. 188 had been devised by professional librarians and had been used as part of the standard established map library transmittal, tracing, and recall procedures for several years.

3. When the suggestor first conceived the idea of converting the system then being utilized to the one presently being used, he sought the advice of two professional librarians, the Chief of the Reference Branch and the Chief of the Processing Branch. The Chief of the Reference Branch, a professional librarian, agreed that Reference Branch Form No. 466 could be advantageously modified to include receipt-type information on the proposed third attachment, thus completely eliminating Receipt Form No. 188 and a self-addressed return envelope, being used in the Information Control Section. The suggestion was also reviewed and discussed with the Chief of the Processing Branch of the Map Library, a professional librarian, who heartily endorsed the idea. The two Branch chiefs, together with the

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Chief of the Map Library, encouraged the suggestor to proceed with the development of his idea. The suggestor then consulted with personnel in the Forms Management component, and the revised form was eventually authorized and the new system was implemented.

4. Based on past statistics, it is estimated that revised Form No. 166 will be used from 14,400 to 18,000 times yearly in the Map Library. The revised form creates no additional work for the Reference Branch. The elimination of all three file copies of Form No. 188 results in a saving of 2-1/2 months' time yearly of a grade 7 employee in the Information Control Unit. Since the revised form filed in the Information Control Section now presents on one form the complete status of the loan picture, including both the actual request and the receipt, increased efficiency and additional time saved on the part of Map Library personnel (at various grades) when they refer to the records are automatic additional benefits of the new system.

5. The consolidation of the actual map request and the receipt for the materials on revised Form No. 166 reduces the chance for error formerly possible when copying information from one form to another and also virtually eliminates the possibility of mistakenly recording that materials were charged to one component instead of another. The present method thus provides a more accurate record of where the materials are at all times and facilitates the recall of map materials. Since the revised form provides a more accurate record of determining which requesters have materials on loan and since the form is a record of CLASSIFIED materials, the value of the form becomes increasingly significant from a SECURITY standpoint. Classified materials that heretofore might have been assigned a wrong control number might not have been voluntarily returned by the actual recipient. In that case, a person not having the materials would have been contacted for the recall of the materials and the materials might not have been returned for an indefinite period. The present system definitely ties in the request with the recipient and shows the actual date of the request, the date the material left the Map Library, the date it was received by the recipient and bears the signature of the recipient and thereby lessens the likelihood of losing classified materials. The present system has also made possible the elimination of one safe, formerly used to store file copies of Form No. 188.

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6. Revised Form No. 466 is currently being utilized in three branches of the Map Library. The request for map materials is recorded on it in the Reference Branch; the form is then forwarded to the Processing Branch for servicing of the request; and the form ultimately goes to the Information Control Section, to be used for the transmittal of the requested map materials and for their recall. The form affects all the customers of the Map Library, both in other components of CIA and in all other U.S. Government agencies that borrow map materials from CIA, insuring an accurate record of transmittal, of receipt, and of current location of borrowed materials.

7. While revised Form No. 466 was designed especially for use in the Map Library, the idea of the form could be adopted by any component which transmits materials and desires a receipt. The idea could be applied to other library components throughout the Government, to mail rooms, to offices sending materials to field posts, etc., which would result in a substantial saving of record keeping time for these components, as well as for the CIA Map Library.

8. Suggestion No. 59-418 receives high endorsement from the Map Library.

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[REDACTED]

1 Attach:
Suggestion No. 59-418

Distribution:

- 0 & 1 - Addressee
- 1 - Ch/G
- 2 - D/GL
 - (1 - Office of Chief)
 - (1 - Control Section)

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(19 May 1959)

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